

**DOCUMENT NAME: Nontemporary Storage
of Household Goods**

DOCUMENT TYPE: 17

1. **Description:** Extended storage of household goods due to PCS orders or housing constraints.
2. **Primary Forms:** DD-1164, Service Order for Personal Property
DD-1299, Application for Shipment and/or Storage of Personal Property
3. **Related Forms:** *CG-5131, Standard Travel Order For Military Personnel
*DD-214, Certificate of Release or Discharge from Active Duty
*Authorization Letter for Retirement
*Housing Authorization Letter for Nontemporary Storage (NTS)

Note: *One of these will apply to each shipment going into NTS.

4. Document Number:

- a. For PCS move use the TONO number from the PCS orders.

SAMPLE: 1704G84PRA123

<u>Document Type</u>	<u>FY Funded</u>	<u>Last nine digits of TONO</u>	<u>Suffix</u>
17	04	G84PRA123	

- b. For District housing, authorized move use standard procedures for numbering.

SAMPLE: 1704904FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
17	04	90	4	F	AB	001	

4. c. Suffix will be assigned by FINCEN according to type of payment. For NTS FINCEN will use the following suffixes:

N00	-	Initial Billing/Handling in, packing, etc.
N01	-	First Quarter Storage.
N02	-	Second Quarter Storage.
N03	-	Third Quarter Storage.
N04	-	Fourth Quarter Storage.
N05	-	Handling out charges.

- d. For multiple NTS lots for same member, a number (starting with 9) will be used in the second position of the suffix for specific identification of each lot.

5. Accounting Line:

- a. For PCS, the accounting line should be on orders or in retirement letter. Object Class will be changed to 255C for NTS.

SAMPLE: 2/P/401/299/21/0/RA/78040/255C

- b. For housing authorized, use appropriate accounting line in authorization letter.

SAMPLE: 2/F/401/136/30/0/AB/12345/2522

- 6. FINCEN Critical Processing Requirements:** Issuing units must ensure all forms are completed in entirety. The following information is critical for processing:

- a. DD-1164

- (1) Vendor's name and address - block 1.
- (2) Transportation office and address - block 2.
- (3) Estimated storage period, pickup date, expiration date, and estimated weight - blocks 3i, 3j, 3k, and 3l.
- (4) Owner's name, pay grade, SSN, - block 3n.
- (5) New accounts - service ordered must include applicable rates - block 4.
- (6) Mail invoices to - (block 7a)

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P. O. Box 4114
Chesapeake, VA 23327-4114

- (7) Standard travel order number - block 7b.
- (8) Maximum weight and estimated cost - blocks 7c and 7d.

6. a. (9) Accounting data - block 7e.
- b. When changes occur to a lot in storage, time extension, partial delivery, new orders, etc., a modification to the DD-1164 (indicated in block 3e) must be issued.
- c. DD-1299
- (1) Shipment number - block 2 (multiple shipments must be numbered in chronological order).
- (2) Complete transportation office address - block 3.
- (3) Member/Employee name, rank, SSN, agency - block 6.
- (4) Standard travel order number - block 8e.
- d. Legible copy of the DD-1164 must be forwarded to FINCEN with supporting copies of the DD-1299 and authorizing orders.

7. **Other Information:** None.

8. FPD Information:

- a. Obligation will transmit electronically via FPD.
- b. A copy of the form should be mailed to FINCEN and should have the statement on the face of the document.

"OBLIGATION TRANSMITTED ELECTRONICALLY VIA FPD"

9. Document Flow:

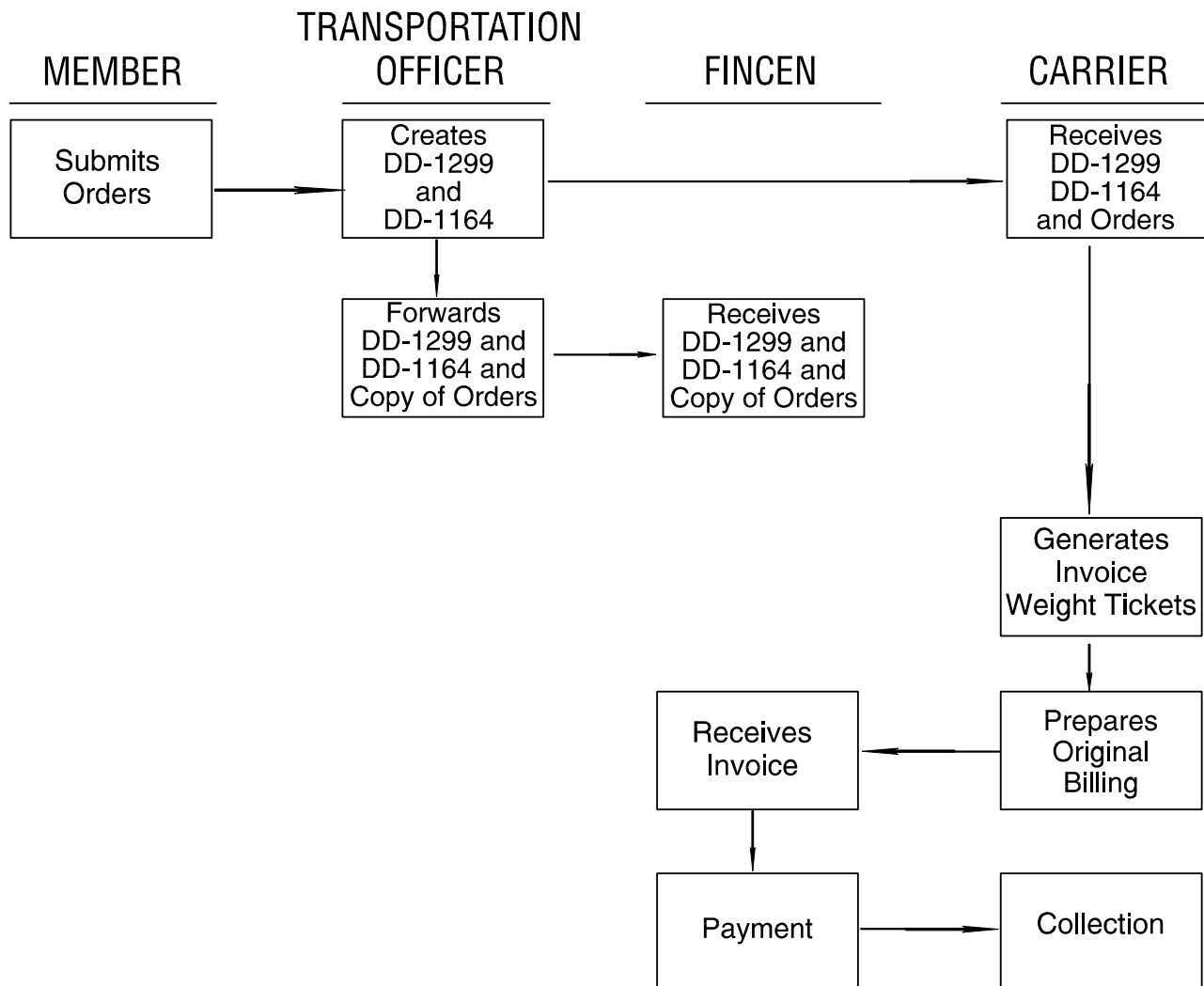


Figure 12C-26 Nontemporary Storage of Household Goods

- Figure 12C-26 describes the procedures for processing Nontemporary Storage of Household Goods.
- The member submits sufficient copies of orders to satisfy distribution requirements to the Transportation Office.
- The Transportation Office generates and forwards to the Carrier and **Document Type 17 (Non TR/GBL), USCG Finance Center, P. O. Box 4114, Chesapeake, VA 23327-4114** a separate DD-1164 and DD-1299 for each lot of personal property put into storage. Block 3 of DD-1299 must be numbered in chronological order when two or more shipments are made on the same PCS orders. DD-1164 is modified when any information regarding lot changes, time extended, partial removal, new orders, etc.

9. d. Carrier generates/forwards necessary documents for FINCEN to process original billing and subsequent invoices.

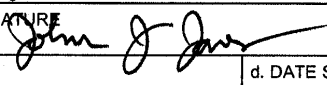
10. Sample Forms: See Figures 12C-27, 12C-28 and 12C-29.

11. PES Report Sample:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
1704G84PRA123N00	103F	04100F242	78040	255C	0.00	0.00	0.00	75.00

12. References:

- a. COMDTINST M4050.6, Coast Guard Personal Property Transportation Manual.
- b. COMDTINST M4600.12, Travel Manual.
- c. Joint Federal Travel Regulations, Volume I.

SERVICE ORDER FOR PERSONAL PROPERTY									
1. TO: (Contractor)					2. FROM (Ordering Office)				
a. NAME AMERICAN MOVERS					a. NAME TRANS OFFICER, USCG ACADEMY				
b. ADDRESS (Street, City, State, Zip Code) 1234 CUTTER WAY NEW LONDON, CT 06321					b. ADDRESS (Street, City, State, Zip Code) 15 MOHEGAN AVENUE NEW LONDON, CT 06320				
3. THIS SERVICE ORDER IS NEGOTIATED PURSUANT TO TITLE 10, U.S. CODE 2304 (a)(3). AN ORDER IS HEREBY PLACED WITH YOU, ACCEPTING YOUR OFFER (ORAL OR WRITTEN) FOR SERVICES ON (enter date) 11 FEB , 2004 , SUBJECT TO THE PROVISION OF THE BELOW-NUMBERED BASIC ORDERING AGREEMENT FOR THE FOLLOWING SERVICES:									
a. SCAC CODE		b. FEDERAL AGENCY		c. APPROPRIATION IDENTITY		d. BASIC ORDERING AGREEMENT NUMBER		e. MODIFICATION NUMBER	
		USCG		7040610		N00604-03-4138			
f. SERVICE ORDER NUMBER				g. LOT NUMBER		h. LOCATION OF PROPERTY (Street, City, State, Zip Code)			
(1) OLD				CG0002		INTERNATIONAL TRANSPORT 1527 BOAT ST, NEW LONDON, CT 06321			
(2) NEW 1793019									
i. ESTIMATED STORAGE PERIOD		j. PICK-UP DATE (YYMMDD)		k. STORAGE EXPIRATION DATE (YYMMDD)		l. ESTIMATED WEIGHT		m. WEIGHT IN STORAGE (ACTUAL)	
07MOS		040120		040820		2000			
n. OWNER									
(1) NAME (Last, First, Middle Initial) SMITH, SAM N.					(2) PERMANENT ADDRESS (Street, City, State, Zip Code)				
(3) PAY GRADE ENS/O-1			(4) SSN 123-12-1234						
4. NEW ACCOUNTS									
a. SERVICES ORDERED									
(1) PACKING ITEM I		(2) SPECIAL SERVICES			(3) DRAYAGE-IN ITEM III		(4) HANDLING-IN ITEM IV		(5) STORAGE ITEM V
		(a) WARDROBE ITEM IIA			(b) EXPENSIVE/ VALUABLE ITEM IIB				
RATE		NO.		RATE		NO.		RATE	
\$ 11.50				\$ 0.00				\$ 10.25	
								\$ 1.00	
								\$ 2.77	
5. REMOVAL ACTIONS									
a. APPROPRIATION IDENTITY			b. STORAGE REMOVAL DATE (YYMMDD)			c. DELIVERY ADDRESS (Street, City, State, Zip Code)			
d. SERVICES ORDERED									
(1) HANDLING IN ITEM IV		(2) HANDLING OUT ITEM VI		(3) DRAYAGE-OUT ITEM VII		(4) UNPACKING ITEM VIII		(5) WEIGHT REHANDLED	
RATE		RATE		ZONE		RATE			
\$ 0.00		\$ 0.00		N/A		\$ 0.00			
6. REMARKS									
BILLING WILL BE SUBMITTED QUARTERLY AND IN ARREARS. PLATFORM SCALES AUTHORIZED. PLEASE MAIL INVENTORY SHEETS AND WEIGHT CERTIFICATES TO BLOCK 2. MBR PRESENT UNIT USCGC.									
7. SPECIAL INSTRUCTIONS									
a. Mail invoices to: DOCUMENT TYPE 17, USCG FINANCE CENTER, PO BOX 4114, CHESAPEAKE, VA 23327-4114									
b. Storage Authority: 1204G84PRA123									
c. Maximum weight chargeable to government 2000 Lbs. Weight in excess of such maximum will be charged to the owner.									
d. Estimated Cost of the Service(s) is \$ 1200.00 You are not to perform any service which will result in contract costs in excess of the above sum, unless authorized in writing by the ordering officer.									
e. Accounting classification: 2/P/401/299/21/0/RA/78040/255C									
8. CERTIFICATION (To be completed by Ordering Office)									
Commercial storage has been determined to be more economical than government storage.									
a. TYPED NAME (Last, First, Middle Initial) JONES, JOHN J., CWO4, TO, USCG					b. SIGNATURE 				
c. TITLE TRANSPORTATION OFFICER					d. DATE SIGNED 12JAN04				

DD Form 1164, JAN 85

Previous editions are obsolete.

Uniformed Service Finance Office Copy

Figure 12C-27 DD-1164, Service Order for Personal Property

APPLICATION FOR SHIPMENT AND / OR STORAGE OF PERSONAL PROPERTY <small>(Before completing form, read Privacy Act Statement on Page 2)</small>		1. DATE PREPARED (YYMMDD) 04-01-06		2. SHIPMENT NUMBER 1/1	
3. NAME OF PREPARING OFFICE Transp Off USCG Academy, New London, CT C706320		4. TO (Responsible origin Personal Property Shipping Office) a. NAME Transportation Officer (FL)			
5. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE T.O. USCG Base, 196 Tradd St (CAPS) Charleston, SC 29401		b. ADDRESS (Street, City, State, Zip Code) U.S. Coast Guard Academy 15 Mohegan Ave New London, CT 06320			
6. MEMBER OR EMPLOYEE INFORMATION					
a. NAME (Last, First, Middle Initial) Smithe, Sam N.		b. RANK/GRADE Ens/O-1		c. SSN 123-12-1234	
				d. AGENCY U.S. Coast Guard	
7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING					
a. HOUSEHOLD GOODS / UNACCOMPANIED BAGGAGE / ITEMS / NO. OF CONTAINERS (Enter quantity estimate)					
(1) POUNDS 1500 Lbs		(2) POUNDS OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (Enter none, if not applicable)		(3) EXPENSIVE AND VALUABLE ITEMS. NUMBER OF CARTONS	
b. MOBILE HOME INFORMATION (Enter dimensions in feet and inches)					
(1) SERIAL NUMBER		(2) LENGTH		(3) WIDTH	
				(4) HEIGHT	
				(5) TYPE EXPANDO (Describe)	
(6) MOBILE HOME SERVICES REQUESTED (X as applicable)					
(a) Contents Packed		(b) Mobile Home Blocked			
(c) Mobile Home Unblocked		(d) Stored at Origin		(e) Stored at Destination	
8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS					
a. TYPE ORDERS (X one)		b. ISSUED BY		c. NEW DUTY ASSIGNMENT	
(1) PERMANENT X (2) TEMPORARY		Comdt USCG		CGC Eveready, Portsmouth, VA	
d. DATE OF ORDERS (YYMMDD) 03-12-19		e. ORDERS NUMBER 1204G84PRA123		f. PARAGRAPH NO. 757 123-1234	
g. IN TRANSIT TELEPHONE NO. (Include Area Code)					
h. IN TRANSIT ADDRESS (Street, City, State, Zip Code) Rt 1 Box 1, Anytown, NY 01234					
9. PICKUP (ORIGIN) INFORMATION			10. DESTINATION INFORMATION		
a. ADDRESS (Street, Address, City, County, State, and Zip Code) (if mobile home, also include mobile home court name) U.S. Coast Guard Academy (GSK) New London, CT 06320			a. ADDRESS (Street, Address, City, County, State, and Zip Code) (if mobile home, also include mobile home court name) Rt 1 Box 1 Anytown, NY 01234		
b. PHONE NUMBER (Include Area Code) 203 444-1234			b. AGENT DESIGNATED TO RECEIVE PROPERTY Susie Smithe		
11. EXTRA PICKUP/DELIVERY ADDRESS (If applicable)					
12. SCHEDULED DATE (YYMMDD) FOR		a. PACK 04-01-15		b. PICKUP 04-01-15	
				c. DELIVERY 04-02-02	
13. REMARKS					
14. I CERTIFY THAT NO OTHER SHIPMENTS AND / OR NONTEMPORARY STORAGE HAVE BEEN MADE UNDER THESE ORDERS EXCEPT AS INDICATED BELOW (if none, indicate "NONE.")					
a. FROM		b. TO		c. NET POUNDS (Actual or est.)	
				d. POUNDS OF PROFESSIONAL BOOKS, PAPERS, EQUIPMENT (Actual or est.)	
15. CERTIFICATION OF SHIPMENT RESPONSIBILITIES / STORAGE CONDITIONS. I certify that I have read and understand my shipping responsibilities and storage conditions printed on page 2 of this form.					
a. SIGNATURE OF MEMBER/EMPLOYEE		b. DATE SIGNED		c. ADDRESS OF CONTRACTOR (Street, City, State and Zip Code)	
d. NAME OF CONTRACTOR (Origin DPM or non-temporary storage)					
16. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Property is baggage, household goods, mobile home, and/or professional books, papers and equipment authorized to be shipped at government expense.					
a. REASON FOR NONAVAILABILITY OF SIGNATURE		b. CERTIFIED BY (Signature)			
		c. TITLE			

DD FORM 1299, DEC 85

Effective June 1, 1986 all previous editions of this form are obsolete.

Figure 12C-28 DD-1299, Application for Shipment and/or Storage of Personal Property

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5131 (Rev. 11-94)		STANDARD TRAVEL ORDER FOR MILITARY PERSONNEL												
1. SSN 123-12-1234		2. NAME (Last Name, First Name, MI) SMITHE, S.N.				3. RATE/RANK ENS/O-1		4. CURRENT DUTY STATION US COAST GUARD ACADEMY						
5. LEAVE ADDRESS (Street / Address, City, State, Zip / Area Code & Phone) RT 1 BOX 1 ANYTOWN, NY 01234								6. TRANSFER AUTHORITY COMDT MSG 020023Z DEC 03						
7. TRAVEL AND PAY NECESSARY TO THE EXECUTION HEREOF IS REQUIRED IN THE PUBLIC INTEREST AND IS AUTHORIZED CHARGEABLE AGAINST:														
A G E N C Y	D I S T R I C T	APPN CODE	LIM CODE	ALLOT FUND	ALLOT LVL	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT IDENTIFICATION NUMBER			ESTIMATED COST	MSC	
									TYPE	FY	NUMBER			SUFFIX
2	P	401	299	21	0	RA	78040	2104	12	04	G84PRA123	000	1500.00	
8. DAYS AUTHORIZED DELAY EN ROUTE BY REGULATIONS OR ENDORSEMENT HEREOF (Indicate number of days delay authorized):														
TRAVEL TIME		PROCEED TIME		LEAVE (INCONUS)		LEAVE (OUTCONUS)		COMPENSATORY ABSENCE		30 NON CHARGEABLE ABSENCE		DATE LINE ADJUSTMENT		
9. PROCEED AND REPORT IN THE ORDER LISTED BELOW:														
UNIT/STATION/PLACE								NATURE OF DUTY		TIME/DATE REPORTING				
COMMANDING OFFICER								FASDU		REP NLT 04 JAN 22				
USCGC EVEREADY								(OBC 12345B)						
								(BCN 1234567)						
10. REMARKS/AUTHORIZATIONS/ADDITIONAL INSTRUCTIONS:														
7040610 AUTHORIZED ADVANCE MILEAGE AND PERDIEM AUTHORIZED 30 DAYS NONCHARGEABLE GRADUATION LEAVE MEMBERS HOME OF RECORD: ANYTOWN, NY SPM MOVE IS AUTHORIZED														
11. Member's Acknowledgement: I have been counselled on the appropriate provisions of the JFTR and Coast Guard Directives regarding my entitlements, and have had all my questions answered. If under PCS orders, I understand I must secure a "Release From Mandatory Assignment to Government Housing" from the Local Housing Authority (LHA) prior to procuring housing in the civilian sector of the area surrounding my new duty assignment. Further, I acknowledge receipt of these orders and understand that I must submit my travel claim for certification and liquidation purposes within 3 working days of either my PCS reporting, ADT greater than 20 weeks, or completion of travel in connection with my separation.														
12a. AUTHORIZING OFFICIAL (Name, Rate/Rank, Signature) R.K. GUARD, YNCS, USCG						12b. DATE 03DEC22		13a. MEMBER'S SIGNATURE AND PLACE ORDERS RECEIVED NEW LONDON, CT			13b. DATE 03DEC22			

PREVIOUS EDITIONS ARE OBSOLETE

Figure 12C-29 CG-5131, Standard Travel Order for Military Personnel